Presentation Guidelines
Guidelines for Presentations

• Brief Presentation of System
  – Time limit: 15 minutes (incl 2 mins for Q&A).
  • 13 minute for the entire presentation + 2 min Q&A
  – See Powerpoint template

• Explain what is novel:
  – Each system is different
  – Most important decisions
  – Decisions considered and abandoned (why?)
Guidelines (cont’d)

• Features of System
• Static Structure
• Behavioral Model
• Demonstration of Prototype
• (Video overviewing features of system)
Format of Presentation

• Not too dense: 5-7 key pieces of information
• Bullets are easier to read
  – Legible figures can be used effectively
• Bullets:
  – Should be highlights of what you will say
  – Audience will try to read everything
  – Do not read the bullets to audience
• Figures:
  – Walk audience through figure
  – Use animation to unfold complex figure
More tips

• Practice:
  – Be very familiar with slides (practice, practice, practice)
  – Flow, content, transition between slides
  – Get timing down so you don’t rush or end up short on content

• Content:
  – Terse
  – Figures
  – Bullets
  – Phrases
  – Highlights only
More Tips: Things to Avoid

• AVOID:
  –Verbose with a lot of words like this point, which could have been made with the single word “verbose”.
  –Compound Sentences
  –Unlabeled graphs
  –Big tables of numbers
  –Blocking parts of slide
  –Using font sizes too small – no smaller than 16 pt font
  –Pick dark colors that are readable from back of room
  –Overloading with animations (e.g., word by word, every slide, etc.)